Move Out Checklist

Compare move out condition with the move in checklist and photos

PROPERTY AND UNIT	MOVE OUT DATE
TENANT(S)	INSPECTION DATE
FORWARDING ADDRESS	INSPECTED BY

Area or item	Move in condition	Move out condition	Damage	Est. cost ($)
Living areas				
Walls and ceilings			☐	
Floors and carpet			☐	
Windows, screens and blinds			☐	
Doors, locks and light fixtures			☐	
Kitchen				
Stove, oven and hood			☐	
Refrigerator			☐	
Dishwasher and microwave			☐	
Cabinets, counters and sink			☐	
Bathrooms				
Toilet, tub and shower			☐	
Sink, vanity and mirror			☐	
Fan, tile and caulk			☐	
Bedrooms				
Walls, floors and carpet			☐	
Closets and doors			☐	
Whole home				
Smoke and CO alarms			☐	
HVAC filter and water heater			☐	
Yard, garage and outside			☐	

TOTAL ESTIMATED DEDUCTIONS ($)	KEYS RETURNED (HOW MANY)	LOCKS CHANGED ON

ELECTRIC METER	WATER METER	GAS METER	PHOTOS TAKEN ON

☐ Utilities moved to owner ☐ Tenant present

LANDLORD SIGNATURE	DATE	TENANT SIGNATURE (OPTIONAL)	DATE

Instructions for the landlord

Keep this page. Do not send it to the tenant.

HOW TO USE IT

- Compare every item with the move in checklist and photos.
- Normal wear and tear is not a deduction. Tick Damage only for harm beyond normal use.
- Keep receipts or estimates for every cost.

DEPOSIT DEADLINES

New York 14 days, California 21, Texas 30. Florida: 15 days to return the full deposit, or 30 days to send a written notice of a claim.

FREE GUIDE

Full guide and a free deposit return letter: simplerentledger.com/move-out-checklist-for-landlords/